

United States Environmental Protection Agency  
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION  
DURHAM, NC

2. POSITION NUMBER  
38486

CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

Envr. Protection Spec. Series, SS-028 3/95.

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	13	801
4. SUPERVISOR'S RECOMMENDATION					

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE Thomas E. Link

7: ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

c. Program Implementation and Review Group

b. Office of Air and Radiation

f.

c. Office of Air Quality Planning and Standards

g.

d. Information Transfer & Program Integration Division

h. EPAYS Organization Code

63057001

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☒ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor  
Karen L. Blanchard, Group Leader, PIRG

d. Typed Name and Title of Second-Level Supervisor  
William T. Hamett, Director, ITPID

b. Signature

e. Date

c. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: \_\_\_\_\_

b. Fair Labor Standards Act  
☒ Nonexempt ☐ Exempt

c. Functional Code \_\_\_\_\_

d. Bargaining Code

e. Check, if applicable:

☐ Medical Monitoring Required

☒ Extramural Resources Management Duties (\_\_\_\_ % of time)

☐ This position is subject to random drug testing ( )

f. Signature

g. Date

11. REMARKS

FLSA changed based on agency review.

STANDARDIZED POSITION DESCRIPTION FOR  
ENVIRONMENTAL PROTECTION SPECIALIST, GS-028-13

BROAD DUTY STATEMENTS

(Check one or more)

- // As a senior specialist, serves as a technical authority in the development and evaluation of national policy options for the control of a specific source of pollution or type of pollutant. Coordinates with Agency offices and other Federal and State agencies to study and evaluate alternative control measures and control program designs. Coordinates development of special projects to evaluate options or impacts of possible policy directions and develops schedules for evaluation of policy options and detailed work plans, schedules, and budgets for contractor support activities.
- // As a senior specialist, drafts environmental regulations, policies and guidelines based on sound technical and legal grounds which include information and opinions provided by other professionals. Coordinates the development of regulations, policies and guidelines with Headquarters units, other Federal agencies, and State and local air pollution control agencies. Organizes and directs work groups to develop regulations, policies and guidelines. May also serve as a member of such groups for related projects.
- ✓ Serves as a technical authority in the development of new, as well as revision of existing, guidance on the implementation of the Clean Air Act and in furnishing consultative advice concerning such guidance to Agency and other Federal, State and local representatives.
- ✓ As a senior specialist, provides definitive guidance to EPA Regional Offices on the interpretation and implementation of Agency directives and regulations. Serves as a technical authority on the development and evaluation of State implementation plans and regulatory alternatives for control of air pollutants.
- ✓ Serves as a technical authority in performing comprehensive studies of emission sources and control techniques for a wide variety of industries in order to form the technical basis for new source performance standards and national emissions standards for hazardous air pollutants. Prepares background information documents and control techniques documents pertaining to the control of air pollutant emissions from selected industries. Evaluates data and recommends levels of control. Reviews recommendations and justifications and evaluates technical comments received.

// As a senior specialist, formulates and administers plans and policies designed to meet technical program objectives. Meets with policy makers and assists them in formulating policy in sensitive and difficult technical program areas. Provides information and makes recommendations on technical issues and regulatory procedures where quantitative background information may be lacking.

// As a Contracts Project Officer, serves as the Contracting Officer's technical representative for the purpose of monitoring technical progress and performance on contracts. Prepares the procurement request, Statement of Work, and independent government cost estimate in accordance with the Contracts Management Manual for submission to the Contracting Officer. Performs the technical evaluation of proposals in accordance with the Agency's source evaluation and selection procedures including the initial evaluation of technical proposals, evaluation of best and final offer, and evaluation of cost proposals to determine cost realism. For procurements over \$500K, recommends the selection of individuals for, and serves as chairperson of, a technical evaluation panel. Monitors the cost management, and overall technical performance of the contract after award. Reviews and recommends approval or disapproval of work assignments to ensure that the work is within the scope of the contract. Ensures that the appropriate appropriation/accounting data is identified and that the Agency's multiple appropriation policy is adhered to. Reviews and recommends approval/disapproval of vouchers for payment. Recommends suspension or disapproval of costs to the Contracting Officer. Inspects and recommends acceptance or nonacceptance of contract deliverables. Notifies the Contracting Officer of any potential or actual conflicts of interest occurring within the activity of the contract and any failure by the contractor to meet terms and conditions of the contract. Assists in the closeout of completed contracts.

✓ As a Contracts Work Assignment Manager, serves as the Contracting Officer's technical representative for the purpose of monitoring the technical progress and performance of specific delegated portions of the work under contracts. Defines and prepares the scope of work for work assignments issued against the contract. Develops the government's independent work and cost estimate identifying the level of effort required to complete the work assignment. Calculates the number of hours needed, proper labor mix, project schedule and/or milestones, reporting requirements, travel, government property and equipment needed, and any other information needed by the Contracting Officer. Determines the appropriate appropriation/accounting data. Reviews and recommends approval/disapproval of the work plans issued by the contractor. Recommends approval/disapproval of the proposed work assignment budget. Monitors and oversees the performance of the work assignment and provides technical direction to the contractor. Reviews and recommends approval/disapproval of deliverable products submitted by the contractor under the work assignment. Reviews and recommends approval/disapproval of vouchers for payment. Identifies and reports any contractor, cost, performance, or conflict of interest problems to the Project Officer. Submits a final report to the Project Officer on overall contractor performance, tasks performed, and costs incurred.

✓ As a Contracts Delivery Order Project Officer, serves as the Contracting Officer's technical representative for the purpose of monitoring the technical progress and performance of specific delegated portions of the work under contracts. Defines and prepares the scope of work for delivery orders issued against the contract. Develops the independent cost estimate for the delivery order. Calculates the number of hours needed, proper labor mix, project schedule and/or milestones, reporting requirements, travel, government property and equipment needed, and any other information needed by the Contracting Officer. Determines the appropriate appropriation/accounting data. Reviews and recommends approval/disapproval of the work plans issued by the contractor. Recommends approval/disapproval of the proposed delivery order budget. Monitors and oversees the performance of the delivery order and provides technical direction to the contractor. Reviews and recommends approval/disapproval of deliverable products submitted by the contractor under the delivery order. Reviews and recommends approval/disapproval of vouchers for payment. Identifies and reports any contractor, cost, performance, or conflict of interest problems to the Contracting Officer.

Specific Duties relevant to this position based on the above selections are as follows:

- 1) Coordinate with Regional Office Air Toxics Coordinators, e.g., monthly calls, issue resolution.
- 2) Complete the SOCMCI wastewater NESHAP implementation tool.
- 3) Take the lead in preparing a report that evaluates the effectiveness of the aerospace implementation tool.
- 4) Take leadership for the OAQPS training team, and be a team member of the activities promotion team, and the creativity team.
- 5) Participate in other PIRG Teams as time allows.

### FES FACTORS

#### Factor 1, Knowledge Required:

Level 1-8, 1550 pts

- Mastery of the concepts, principles, and practices of environmental planning and protection in order to serve as a technical authority in the development and/or promulgation of policy and guidance concerning implementation of pollution control statutes and regulations.
- Mastery of advanced analytical and evaluative methods along with a comprehensive knowledge of environmental laws, policies, programs, and regulations to identify, assess, and resolve critical air pollution control problems and issues.

- Knowledge and skill to analyze and interpret technical pollution control guidance in providing authoritative advice and assistance to other Federal, State, and/or local pollution control professionals.
- Knowledge and skill to evaluate and incorporate the latest technical, policy, and legal information into guidelines and standards.
- Knowledge and skill to plan, organize, and direct group efforts focused on the evaluation and/or resolution of air pollution control problems and issues.

Factor 2, Supervisory controls:

Level 2-4, 450 pts

The supervisor makes initial assignments in the form of functional responsibilities together with broad overall objectives and special assignments (as required) in the form of sensitive or special projects. Otherwise, assignments are either self-generated or received in accordance with established work-flow channels. The incumbent carries out work independently, interpreting policy and regulations in accordance with established objectives, resolving most conflicts which arise, and coordinating with others as required. Problems of unusual significance are normally referred for the supervisor's views for development of a joint course of action. Completed work normally is accepted as technically authoritative and is reviewed for conformance with policy and overall objectives.

Factor 3, Guidelines:

Level 3-4, 450 pts

- Guidelines include legislation, professional literature, Agency policy and regulations, and established practices. Guidelines typically cover a range of technical and administrative criteria which must be interpreted, adapted and extended. Considerable judgment is required in extending and modifying existing guidelines, as well as in determining the need for additional guidelines.

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Factor 4, Complexity:

Lever 4-5, 325 pts

- Assignments involve such novelty, breadth, diversity and intensity that they have many complex features. Assignments typically require the analysis and interpretation of much data in order to establish new methods and develop new criteria. The work requires the incumbent to be especially versatile and innovative in conducting analyses and resolving problems which arise.

Factor 5, Scope and Effect:

Level 5-5, 325 pts

- The purpose of the work is to provide a technical authority in conducting analyses of air pollution control problems and issues. The work results in new approaches, techniques,

standards, and/or criteria for identifying, controlling or resolving relevant air pollution control problems. The employee's work serves as a primary basis for regulatory activities which have a major role in the achievement of the goals of national environmental statutes.

Factor 6, Personal Contacts:

Level 6-3, 60 pts.

- Personal contacts include a range of professional and administrative personnel throughout the Agency, at other Federal agencies, at the State and local government level, in private industry, and in academia.

Factor 7, Purpose of Contacts:

Level 7-3, 120 pts

- Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defining proposed approaches, negotiating settlement of differences, and resolving problem areas or controversies.

Factor 8, Physical Demands:

Level 8-1, 5 pts

- Work is usually performed sitting or standing, with occasional walking, bending or climbing during field studies or site visits.

Factor 9, Work Environment:

Level 9-1, 5 pts

- The work may be performed in both a typical office setting and a laboratory environment.

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Thomas E. Link</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>38486</u>	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Protection Specialist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS 0028</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>OAQPS/ITPID/ITG</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature] Date 8/16/04

Personnel Specialist's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Part 1. Contracts Management Duties

<b>Pre-award:</b> <input checked="" type="checkbox"/> Plans Procurements <input checked="" type="checkbox"/> Estimates Costs <input checked="" type="checkbox"/> Obtains funding commitments <input checked="" type="checkbox"/> Prepares procurement requests <input checked="" type="checkbox"/> Writes statements of work <input type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input checked="" type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input type="checkbox"/> Reviews invoices <input type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____
<b>Post-award:</b> <input type="checkbox"/> Prepares delivery orders <input checked="" type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	<b>Close-out:</b> <input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input checked="" type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
<b>Percentage of Time Spent on Contracts Management</b> <div style="text-align: center;"> <u>20</u> %         </div>	

*Continued*

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel.
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement.
- ☐ Other (list)

### Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Project Management/Administration:

- ☐ Reviews progress reports/financial reports

### Percentage of Time Spent on Interagency Agreements Management:

0 %